



# Phoenix House International School

## Job Description

### **Teaching Assistant (KS1 & KS2)**

Under the direct guidance and supervision of the assigned Class Teachers, Teaching Assistants enable access to learning for pupils and assist the teachers in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

#### **Key Responsibilities**

Successful candidates will be required to:

- Provide general administrative and classroom assistance to the teacher in charge of effectively delivering pre-planned lessons
- Assist the teacher in ensuring that all equipment used is safe and specific to the activity and age group
- Assist in the:
  - supervision of children
  - setting up and preparation of classroom and/or school activities
  - organisation and maintenance of resources
- Photocopy, laminate, sort, file and assist in the preparation of resources for lessons to be used by the teacher and/or teaching team

#### Support for Learning

- Support and maintain a purposeful, orderly and supportive environment, in accordance with curriculum planning
- Use strategies, agreed with the teacher, to support pupils to achieve learning targets
- Assist with the planning of learning activities on a regular basis
- Contribute to the selection and preparation of appropriate teaching resources
- Monitor pupil responses to learning activities and accurately record achievements and progress as directed
- Provide detailed and regular feedback to teachers on pupil achievement and progress
- Promote and manage good pupil behaviour, deal promptly with minor incidents in accordance with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents
- Assist with the display of pupils' work
- Assist pupils to change for PE and swimming as necessary
- Accompany pupils who may be ill or injured to the medical room

#### Support of the School

- Be aware of, and comply with, school policies and procedures e.g. safeguarding, health and safety, confidentiality
- Contribute, in whatever ways possible, to the overall ethos, aims and work of the school
- Contribute to the Extra Curricular Programme
- Appreciate and support the role of other professionals
- Attend all relevant meetings and assemblies as required
- Participate in training, other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including break times

- Accompany teaching staff and pupils on visits, trips and out-of-school activities, as required, and take responsibility for a group, under the supervision of the teacher
- Contribute to house life as a staff house member.
- Support and attend residential trips to North Peak Enrichment Campus (Hokkaido) to enhance and encourage the skills and experience of all pupils.
- Undertake any other duties that teachers may reasonably direct

Be aware of and committed to the ethos and values of PH

- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

### **Personal Specifications**

#### **Person Specification Essential**

- Commitment to the ethos of the school
- Working knowledge of the National Curriculum
- Understanding of Safeguarding and Child Protection protocols
- Experience of working with KS1 or KS2 pupils
- Strong interpersonal, written and oral communication skills with the ability to deal confidently with a range of people including staff, parents and pupils
- Commitment to professional development
- Comfortable working as part of a team
- Strong IT skills
- Outstanding organisational skills
- An ability to relate well to children and develop effective, professional working relationships with adults
- Passion, resilience, integrity and optimism
- Approachable and empathetic to the needs of others
- Enthusiasm and an ability to use own initiative
- Ability to prioritise and work flexibly as workload requires, and a willingness to take ownership of tasks
- Attention to detail and ability to actively question and clarify information
- A role model who demonstrates professionalism at all times
- Ability to work under pressure and meet deadlines
- Keen sense of humour and a positive 'can do' attitude
- Able and willing to undertake additional duties as part of the wholeschool team
- Belief in the unlimited potential of every pupil

Desirable

- Working knowledge of phonics
- Willingness to take on extra responsibilities
- Experience of working in an independent school